

HeadleyRealty^{P.C.}

Residential Sales & Property Management

2871 Capehart Rd. Suite F

Bellevue, NE 68123

Business: (402)291-0814 Fax: (866)488-0783

RENTAL APPLICATION REQUIREMENTS

1. Application Fee is \$40 with cash, check, money order or credit card.
2. Application required for every individual living in the property above the age of majority.
3. Headley Realty properties require an adult above the age of majority to apply for tenancy in any property Headley Realty has under management contract.
4. Criminal background, eviction history, and credit checks are completed on all applicants above the age of majority.
5. Headley Realty contacts former landlords that are listed in the application by applicant.
6. Copy of valid government ID is required for every applicant above the age of majority.
7. All leases are 12 months unless otherwise advertised or negotiated.
8. Deposits and a signed lease are required for a completed legal lease.
9. Co-Signers are allowed but must be listed on the lease if approved for tenancy.
10. All applicants need a 650 FICO credit score or higher to be approved for tenancy unless otherwise negotiated.
11. Applicant's income will have to be more than 2 times the rent and verified with bank statements, canceled checks, or pay stubs.
12. Pet fee is at landlords discretion to be non-refundable and ¼ of 1 months' rent or \$50 per month additional pet fee on all properties that are accepting pets.
13. Security deposits are equal to monthly rent amount on all properties and cannot be used in lieu of last month of rent.
14. All residents that will be residing in the property must be listed by name in the other residents' section of the application. Written approval is required by Headley Realty P.C. to allow new residents not stated on the application.
15. All rental applications must be filled out in full to be accepted by Headley Realty, P.C.
16. All rental applications will be process within a reasonable period. Agents will update applicants accordingly if they have any questions or concerns.

Headley Realty, P.C.

Rental Application

Please PRINT dark and clearly in black ink.
One Person per application

I hereby make application to rent _____ to be used as a dwelling unit.

Your Information

Full Legal Name: _____ Phone Number: _____
Social Security Number: _____ Date Of Birth: _____
Drivers License #: _____ State Issued: _____ Email: _____

Current Address

Address: _____ Apt #: _____
City: _____ State: _____ Zip: _____
Landlord Name: _____
Landlord Phone #: _____
Reason for Moving: _____
Monthly Rent: _____ Date Move In: _____ Out: _____

Previous Address

Address: _____ Apt #: _____
City: _____ State: _____ Zip: _____
Landlord Name: _____
Landlord Phone #: _____
Reason for Moving: _____
Monthly Rent: _____ Date Move In: _____ Out: _____

Your Current Employment

Name of Employer: _____ Position/Title: _____
Address: _____ Start Date: _____
Supervisor: _____ Monthly Salary: _____

Personal History

Have you Ever?

been asked to move out or evicted? YES NO
declared bankruptcy? YES NO
been sued for damage to rental unit? YES NO
broken a rental agreement or lease? YES NO
been sued for nonpayment of rent? YES NO
been convicted of a felony? YES NO

Other Residents: list of legal names and ages of all other people who will occupy this unit?

Names & Ages: _____

In Case of Emergency:

Emergency Contact: _____ Phone: _____ Address: _____

Please Read Carefully

Privacy Act Statement Collection and Use of Personal Information
Section 205 of the Social Security Act, as amended; the Government Paperwork Elimination Act (P.L. 105-277); and the Federal Information Security Management Act of 2002 (Title III) of the E-Government Act of 2002 (P.L. 107-347) authorize us to collect this information to allow you access to our online services.
This Privacy Act Statement applies to the entire online authentication process and credential issuance, which includes account setup to account maintenance.
We need this information to identify who you are before we provide you with the information you are requesting. Your response is voluntary. However, failure to provide the requested information may prevent you from using our online services.
When you set up your account, we will verify the information you give us against our records. We will also send some of the information you give us to an external data source, Experian. Experian will help us to verify your identity. We do not share your Social Security number with Experian. Experian will keep the information we share with them for the period of time required by Federal laws, regulations, or guidelines.
We rarely use the information you supply for any purpose other than to verify your identity. However, we may use it for the administration and integrity of our Social Security programs. We may also disclose information to another person or to another agency in accordance with approved routine uses, which include, but are not limited to, the following:

1. To comply with Federal laws requiring the release of information from Social Security records (e.g. to the Government Accountability Office and Department of Veterans Affairs);
2. To facilitate statistical research, audit, or investigative activities necessary to assure the integrity and improvement of Social Security programs;
3. To respond to a request on your behalf from a Congressional office or the Office of the President; and
4. To other Federal agencies and our contractors, including external data sources, to assist us in efficiently administering our programs.

A complete list of routine uses for this information is available in our System of Records Notice entitled, Central Repository of Electronic Authentication Data Master File (60-0373). The notice, additional information regarding this form, and any other information regarding our programs are available online at www.socialsecurity.gov or at your local Social Security office.

I hereby state and represent that the information in this application is complete and accurate. I understand that in the event a lease is entered into it may be cancelled by the landlord if any of the information provided in the application is materially inaccurate or incomplete. I hereby authorize the landlord or landlord's agents to verify the information on the application. Verification or re-verification of any information contained in the application will be retained by landlord. I hereby authorize Headley Realty, P.C. to obtain information about me, including, but not limited to, this application, my credit, my tenant history, my check writing history, any court records and/or my criminal record, and I hereby authorize & instruct any entity or person contacted by Headley Realty, P.C. will provide the name & phone number of the source of the information used in the verification process.

Rent Amount: _____ Security Deposit: _____ Lease Term: _____ Move-in Date: _____
Non-Refundable Application Fee is \$40 per applicant.

Applicant Signature: _____